

PCA- Monthly Performance Reports

Purpose: On a monthly basis, submit monthly performance reports to the Department of Human Services (DHS).

Identification of Roles:

1. Senior Accountant – Prepare monthly project activity reports.
2. Supervisor – Prepare monthly project activity reports.
3. Manager – Prepare monthly project activity reports.

Performance Standards:

No performance standard in the RFP

Path of Business Procedure:

- Step 1: Using the stat log in Access and the Iowa Medicaid Cost and Rate System (IMCARS) prepare a monthly project activity report with the following information:
- a. Number of desk reviews completed including how many standard met versus standard not met.
 - b. Number of cost settlements completed including how many standard met versus standard not met.
- Step 2: Submit project activity report to DHS for review via hard copy.

Forms/Reports:

1. Monthly Performance Report.

RFP References:

6.7.1.2y

Interfaces:

N/A

Attachments:

N/A

